



## **Confederated Tribes of Siletz Indians**

P.O. Box 549

Siletz, Oregon 97380

(541) 444-2532 • 1-800-922-1399 • FAX: (541) 444-2307

### **CTSI JOB VACANCY ANNOUNCEMENT**

**Opening Date:** September 13, 2006  
**Closing Date:** September 27, 2006  
**Job Title:** Dental Assistant I or II  
**Salary/Wage:** \$15.15 - \$16.74 per hour  
**Tribal Level** 17.0 – Dental Assistant II  
18.0 – Dental Assistant I  
**Location:** Siletz, Oregon  
**Classification:** Full-Time, Non-Exempt

#### **Introduction:**

This position is located at the Siletz Community Health Clinic in Siletz, Oregon. The purpose of the position is to assist the dental professionals with the daily operation of the Tribal Dental Clinic.

#### **Requirements:**

##### **Dental Assistant I:**

Certification in dental assisting from an accredited school. Expanded Function Certificate -OR- three (3) years work experience in a dental assistant position with ability to obtain Expanded Function Certificate within one year from date of hire. Sealant Placement Certificate. First Aid and CPR Certificate. Knowledge of all instruments normally used in routine dental procedures for restorative, prosthodontic, oral surgical, endodontic and periodontal treatment. Efficiency at chair side techniques in all of above fields. Knowledge of dental anatomy and ability to properly expose and process diagnostic radiographs. Efficiency in adjusting and operating dental radiographic equipment. Ability to explain postoperative instructions, preventive techniques and home care instructions to patients or their families. Ability to develop and maintain positive working relations with patients, their families, health staff, tribal staff, as well as professional groups.

##### **Dental Assistant II:**

Certification in dental assisting from an accredited school. Knowledge of all instruments normally used in routine dental procedures for restorative, prosthodontic, oral surgical, endodontic and periodontal treatment. Efficiency at chair side techniques in all of above fields. Knowledge of dental anatomy and ability to properly expose and process diagnostic radiographs. Knowledge and skill in adjusting and operating dental radiographic equipment. Ability to explain postoperative instructions, preventive techniques and home-care instructions to patients or their families. Ability to develop and maintain positive working relations with patients, their families, health staff, tribal staff, as well as professional groups.

**Duties:****Dental Assistant I:**

Perform chair side-assisting duties, which encompass all routine dental procedures in general dentistry. Properly record all treatment rendered to patients and accurately retrieves and files dental charts. Complete dental laboratory work orders in compliance with dentist's instructions. Clean, sharpen, package, and sterilize all dental instruments for proper storage. Prepare patient and operator for proper dental procedure including setting up the proper instruments. Prepare and mix various dental materials. Fabricate and cement temporary crowns. Place sealants. Place and remove rubber dams. Expose, process and mount radiographic films. Provide routine prophylaxis and topical fluoride treatment as assigned by dentist. Perform routine dental laboratory procedures, including pouring and trimming models, constructing custom trays, fabricating-base plates and bite rims. Order and maintain dental supplies and equipment. Explain post treatment instructions to patients. Motivate and instruct patients in proper preventive techniques. Maintain a clean and orderly dental area. Coordinate with the Clinic Receptionist the scheduling patient visits. Coordinate with the Medical Records Clerk maintenance of dental records. Coordinate with Patient Accounts to ensure dental lab fee agreements are current.

**Dental Assistant II:**

Perform chair side-assisting duties, which encompass all routine dental procedures in general dentistry. Properly record all treatment rendered to patients and accurately retrieves and files dental charts. Complete dental laboratory work orders in compliance with dentist's instructions. Clean, sharpen, package, and sterilize all dental instruments and proper storage. Prepare patient and operator for proper dental procedure including setting up the proper instruments. Expose, process and mount radiographic films. Perform routine dental laboratory procedures, including pouring and trimming models, constructing custom trays, fabricating-base plates and bite rims. Explain post treatment instructions to patients. Motivate and instruct patients in proper preventive techniques. Maintains a clean and orderly dental area.

All new employees will serve a six-month probationary period to enable the General Manager to determine their suitability as a tribal employee. After the six-month probation the employee will be evaluated of his/her performance and at that time it will be decided if the employee is entitled to a regular employee status.

**HOW TO APPLY:**

All applicants must submit a **Tribal** "Application for Employment Form".

Applications must be received by the closing date of this announcement to receive consideration.

**TO RECEIVE CREDIT FOR TRAINING OR EDUCATION, DOCUMENTATION MUST BE PROVIDED.**

If applying for more than one position, separate applications will be required for each position.

The high school diploma/GED requirement will be waived for Tribal Elders

**SEND APPLICATIONS TO:** Confederated Tribes of Siletz Indians  
Attn: Human Resources Department  
P.O. Box 549  
Siletz, OR 97380

**E-mail address**      Employment@CTSI.nsn.us

**Fax number**            541-444-8375 or 1-800-922-1399 ext. 375

**Job Line**                1-800-922-1399 ext. 296

**Human Resources**    1-800-922-1399 ext. 274

**Conditions of Employment:**

The selectee will be required to submit to a urinalysis to screen for illegal drug use before employment.

First Aid and CPR Certificate for Dental Assistant I

The Tribe's Indian Preference Policy will apply. Tribal government will not discriminate in selection because of race, creed, age, sex, color, national origin, physical handicap, marital status, politics, membership, and non-membership in an employee organization.